Information and Education Application Review Too Instructions

The Information and Education Application Review Tool is a PDF file therefore an Acrobat reader is required. The reader will only allow you to fill in the required data and print the forms. However, the full version of Acrobat will you to save your data.

- The maroon colored rectangle located in the Ratings column are the fields you will be entering data in.
- On fields where NA applies, please click on the field next to NA to put a check mark and put a zero score.
- How to Rate the Application:
  - On the Add and Total your rate…. This field will automatically put in the sum for you.
  - Divide the total number of elements….. Put the number elements/rows on the second field.
  - The remaining calculations need to be done manually

- A Print Forms and a Clear Forms buttons is located on the first page on the top right corner.